

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Bar Assistant					NA					7405					01					JN					12-31-01				
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature _____ Date _____										Signature _____ Date _____																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										FWS JGS For Bartending 7405, TS-33 Sept 74																								
Signature _____ Date _____										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
23. Position Review										Initials    Date    Initials    Date    Initials    Date    Initials    Date    Initials    Date    Initials    Date																								
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Bar Assistant **POSITION NUMBER** 01-004A

**JOB SERIES:** 7405 **PAY LEVEL:** NA-1

**Summary of Duties:** Sets up full service, limited service, and special party or banquet bars with the necessary supplies such as beverages, mixes, condiments, ice, and a variety of liquors and liqueurs, prior to opening the bar. Continually checks the cleanliness of the bar, its equipment and the bar area, and resupplies as needed or as directed by the bartender. Disposes of waste materials. Unloads and stacks all necessary supplies, cleans and replaces pressurized containers.

Performs other related duties as assigned.

**Skills and Knowledge:** Ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed. Skill to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons. Ability to mix and serve simple drinks under close technical guidance of a Bartender.

**Responsibility:** Receives specific instructions concerning completion of assignments and makes simple decisions such as the type and amount of bar supplies needed from the storage room. With unusual assignments, the supervisor frequently checks the work, whereas repetitive assignments are completed with minimal supervision.

**Physical Effort:** Work requires frequent light to moderate lifting and carrying of objects weighing 5 to 15 lbs. and pushing and pulling objects weighing 10 to 20 lbs. Occasionally required to lift up to and over 40 lbs. Heavier objects such as beer kegs are usually transported with the aid of a dolly.

**Working Conditions:** Work is normally performed inside with adequate light, heat and fresh air. May be exposed to the possibility of chapped hands, bruises, and cuts.